

Search

.01 AUTHORITY

[Wisconsin Administrative Code DOC 328.22](#)

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PERSONAL SEARCH

A personal search is a search of a clients person, including but not limited to, the clients pockets, "patting down" the clients body, examination of the client's shoes and hat, and inspection of the client's mouth. Every personal search shall be documented in the client's case record. Strip searches are prohibited.

POSC trained staff may conduct a personal search under any of the following circumstances:

- If the agent has reasonable grounds to believe the client possesses contraband.
- At the direction of a supervisor.
- Before a client enters or after a client leaves the secure enclosure of a correctional institution, jail, or detention facility. If law enforcement is present they should be utilized to conduct the personal search.
- Before a client enters the agent's office.
- When a client is taken into custody.

Every time a client has been placed in restraints, a thorough systematic search shall be conducted by a POSC trained staff member as soon as it is reasonably safe to do so.

Whenever possible, the client shall be searched by staff of the same gender. If only opposite gender staff are available, another staff shall observe the search. Transgender, transsexual, or intersex clients may be searched by female staff or the client may be asked to indicate which gender staff is preferred to perform the search.

Outer layers of clothing such as jackets and shoes may be removed to ensure a thorough search. Clothing may not be removed if removal would result in the client being in a state of undress unusual for public places

If a personal search is conducted when transporting or taking a client into custody, the personal search shall be documented into the client case records. If contraband or evidence is discovered, a COMPAS Evidence-Based Response to Violations report shall be prepared.